

## PART A – POLICY AND PROCEDURE

### CHAPTER 3 – CAPITAL IMPROVEMENT PROJECT PROCUREMENT REQUIREMENTS

#### 1.0 General

##### 1.1 Definitions

- 1.1.1 Capital Improvement Project – A construction project for new construction, building additions, remodeling, demolition of existing structures, or rehabilitation and repair. Rehabilitation and repair is defined as routine, major, or emergency maintenance; restoration; replacement of fixed equipment; energy conservation; requests related to compliance with Americans with Disabilities Act (ADA); and code compliance projects as well as projects needed to meet program requirements.
- 1.1.2 State-Funded Capital Improvement Project – A project identified in a state agency's five-year capital budget plan and funded in part or whole by state funds or authorized bonds.
- 1.1.3 Non-State Funded Capital Improvement Project – Project is for University of Kansas Hospital Authority, Kansas Correctional Industries or Regents Endowment/Private funds/research foundation funds
- 1.1.4 Regents – Refers to the state universities and includes: Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, University of Kansas, University of Kansas Medical Center and Wichita State University.

- 1.2 When a project is planned by a state agency for legislative approval, it is submitted as a capital improvement and funding request in the agency's five-year Capital Improvement Program and facilities plan to the budget office, the State Building Advisory Commission (SBAC), and the Joint Committee on State Building Construction.

- 1.3 Procurement of design services and construction services of Capital Improvement Projects are identified in various state statutes. The following are the types of Capital Improvement Projects, procurement processes for architectural/engineering services and procurement of construction services.

##### 1.3.1 Types of Capital Improvement Projects:

- State Funded
- Fee Funded (non-Regents)
- Fee Funded (Regents)
- Gift Funded (non-Regents)
- Endowment/Private Funded (Regents)
- University of Kansas Hospital Authority Funded
- Kansas Correctional Industries

- 1.3.2 Procurement for architectural/engineering services for Capital Improvement Projects can include:

- State Building Advisory Commission selection process
- DCC Design Section Architect/Engineer
- Agency Project Architect/Engineer
- University of Kansas Hospital Authority selection process (by KUHA)
- Regents Fee Funded selection process (by Regent Institution)
- Regents Endowment/Private/Research Foundation funded selection process (by Regent Institution)

1.3.3 Procurement of construction for Capital Improvement Projects can include:

- Bid through DCC
- Alternate Delivery (CMAR or DB) DCC statute
- On-call Contractor through Procurement & Contracts
- In-house construction by Owner or DCC
- Regents procurement bid site
- Regents Alternate Delivery Method (CMAR) (projects constructed wholly of non-state funds)
- Kansas Correctional Industries

1.4 Requirements for Procurement for Architectural/Engineering Services for Capital Improvement Projects

1.4.1 State and Fee funded Capital Improvement Projects shall have architectural/engineering services obtained through the SBAC (unless allowed per 1.4.5). The Project Architect/Engineer shall follow all requirements listed in Parts A and B of this manual. This will apply to large and on-call projects referenced in Part B.

1.4.2 Jointly federally and state funded Capital Improvement Projects and federal grant funded projects shall have architectural/engineering services obtained through the SBAC (unless allowed per Section 1.4.5). The Project Architect/Engineer shall follow all requirements listed in Parts A and B of this manual. This will apply to large and on-call projects referenced in Part B.

1.4.3 Regents fee funded, endowment and wholly gift funded (no state funds) Capital Improvement Projects are exempted from architectural/engineering services being obtained through SBAC. Project Architect/Engineers shall follow all requirements in Part A of this manual except Part A – Chapter 6.

1.4.4 University of Kansas Hospital Authority funded Capital Improvement Projects are exempted from architectural/engineering services being obtained through SBAC. Project Architect/Engineer shall follow all requirements of Part A of this manual except Part A – Chapter 6.

1.4.5 Professional design services for Capital Improvement Projects under \$1,000,000 may be provided by DCC Design Section or agency Project Architect/Engineer and shall follow Part A of this manual.

1.5 Requirements for Procurement of Construction for Capital Improvement Projects

1.5.1 Procurement of building construction Capital Improvement Projects shall follow Part A of this manual, except as noted below.

1.5.2 The following types of funding for building construction Capital Improvement Projects are required to bid through DCC Plan room unless allowed as noted by DCC on Form 935 – DCC Project Number / Data Request. (Reference flow chart at the end of this chapter regarding OFPM DCC and Procurement bidding requirements)

- State Funded
- Fee Funded (except Regents, refer to Section 1.5.4)
- Gift Funded (non-Regents)
- Federal Funded

1.5.3 Projects noted on Form 935 – DCC Project Number / Data Request as allowed to bid through Procurement are not subject to Part A – Chapter 6.

1.5.4 The following types of Capital Improvement Projects are not required to bid through DCC plan room. These projects are not subject to Part A – Chapter 6.

Fee Funded (Regents)  
Endowment/Private Funded (Regents)  
University of Kansas Hospital Authority Funded  
Kansas Correctional Industries contracted per K.S.A. 75-5288(c)

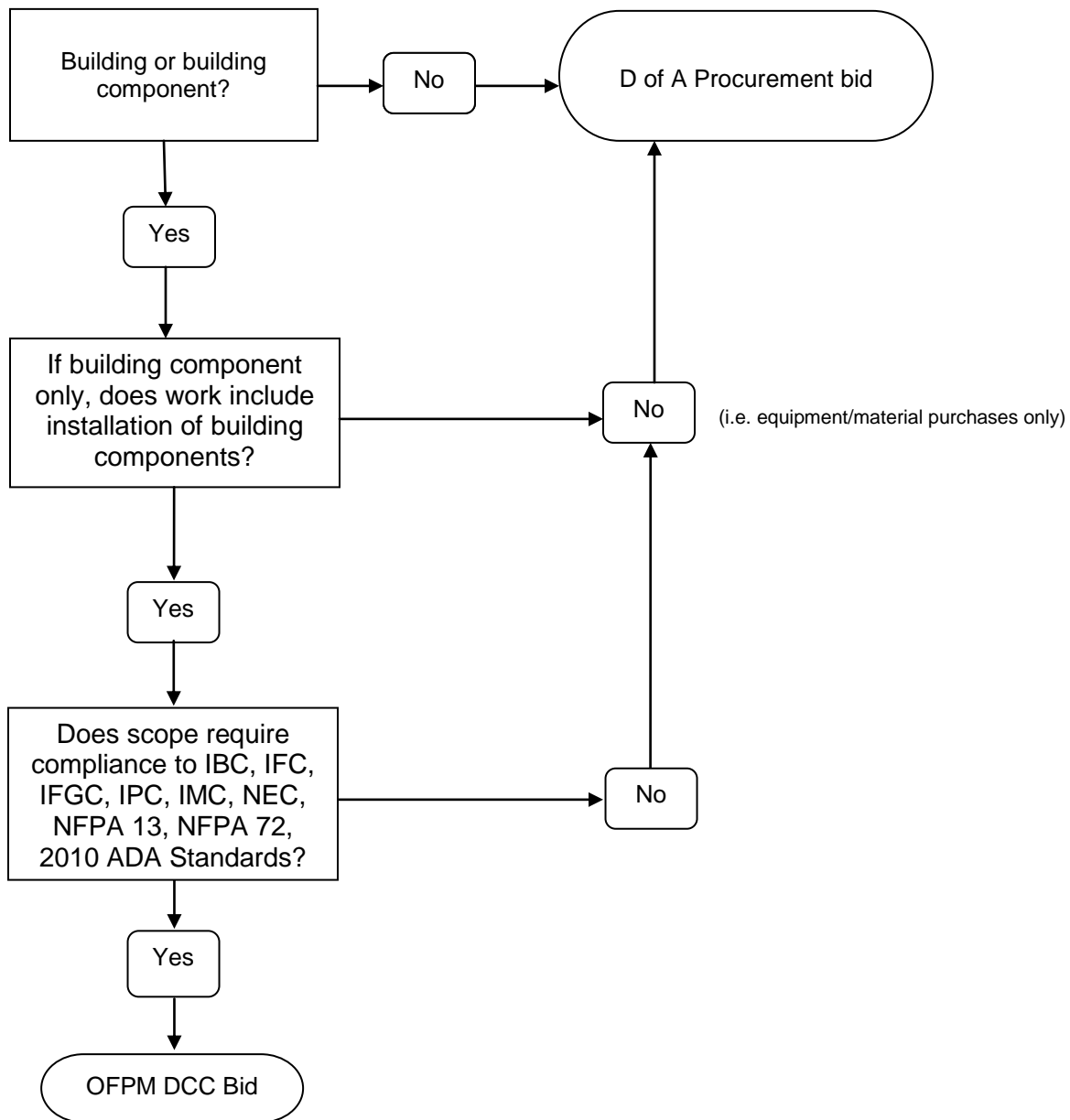
1.5.5 Building construction Capital Improvement Projects can use alternative construction delivery method as outlined below:

State funded projects may use the CMAR or DB defined in [K.S.A. 75-37,141 et seq.](#) and as outlined in Part B – Chapter 7 of this manual.

Projects constructed wholly of non-state money for a Regents institution may use the alternate delivery method outlined in [K.S.A. 76-7,125 et seq.](#)

### END OF CHAPTER

### Office of Facilities & Property Management Bidding Requirements



### Definitions

Building component – includes all building materials and their installation in a building as well as the following: parking lots, site lighting, campground utility hook-up, and any site feature or component (above and below grade) that is subject to IBC, IFC, IFGC, IPC, IMC, NEC or 2010 ADA Standards.